

DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 21.
September 10, 1913.

To Supervising Principals -

With a view of attaining the best results and securing uniformity in the work of the different districts, you will please read carefully and follow the suggestions contained in this Circular Letter.

FORMS

A number of different forms are sent to you in the course of the year and you will use same only for the purpose for which they are intended. (This applies also to examination paper which is to be used in examinations prescribed by the Department and no others. Before each examination a requisition for the amount needed should be made.) If the supply of any form is running low you are expected to make a requisition for more at once. Do not wait until your supply is completely exhausted.

TEACHER'S CONTRACTS.

Before a teacher's name is put on a payroll it is ABSOLUTELY NECESSARY that the agreement with the School Board and the contract with the Department of

Education be in this office. This year all teachers must sign contracts with the Department for salary, in addition to the agreements which they will sign with the School Boards. The contracts with the Department will be filled out in this office and sent to you. Immediately upon their receipt the teachers' signatures should be secured, one copy being left with each teacher and the originals forwarded immediately to this office. The teacher must sign his name exactly as it appears on the contract to you for correction. You should also see that the School Boards forward copies of the agreements with the teachers to this office. **NO CHANGES WILL BE MADE IN THE SALARY CLASSIFICATIONS DURING THE YEAR AND EACH TEACHER WILL RECEIVE HIS SALARY THROUGHOUT THE SCHOOL YEAR ACCORDING TO THE CLASSIFICATION MADE AT THE BEGINNING OF THE SCHOOL YEAR.** Call the attention of all teachers to this.

PERSONNEL.

Immediately after the schools open, on the first day, if possible, you will make the personnel list, sending the original and one copy to the Department. This is the only time during the year when you will have use for this form and it will be the basis of the year's report for your district. The names should be listed in strict alphabetical order, surnames first. Be careful not to confuse parts of surname with christian names. Take the names of all the teachers elected by the School Boards from the form "Ksn

which has been sent to your office. You will receive copies of this form "Ks" for all teachers elected. In all cases the names on the lists submitted by the School Boards are corrected to correspond exactly with the official names of the teachers as they appear on the record of the Department. The names of all teachers appointed directly by this Department should be taken from the licenses. The licenses of all such teachers will be sent to the teachers through your office. Please make note of the names when the licenses are received. Any change whatever in the teaching force after your personnel list has been sent should be reported on the CHANGE REPORT FORM No. 26. In making up your personnel list report all teachers by CONTRACT regardless of the actual assignment. The following order should be strictly observed:

- 1.- Principals -
- 2.- Specials -
- 3.- English -
- 4.- English Graded -
- 5.- Rurals -

"Specials" include High School Principals, unless these hold Principals' license, High School teachers, Continuation, Agricultural, Manual Training, Domestic Science, Special Spanish in Grades, Music, Drawing, etc.; in fact, all teachers appointed by the Commissioner other than teachers of English. Report all such persons as "Specials", in the order just given, and just before the

word "Special" and after the name of the teacher, indicate the special class of work which each person is doing, as H.S.P., High, Con., Agr., M.T., D.S., S.S., Mus., Drw., etc. In the same manner indicate Acting Principals by writing in the same place the letters A.P. The same method should be followed in making all later reports on the **CHANGE REPORT FORM**.

In making up your personnel report please include the names of the agricultural teachers even though they have been previously reported as beginning work. The personnel list must include the names of all persons actually at work when the report is made.

CHANGE REPORT FORM No. 26.

This form is printed in three different colors and you will make four copies, sending the white, blue and one yellow to this office, keeping the fourth copy for your own files. In no case should a change report be sent notifying the Department that a teacher has commenced work unless you have received a copy of the form "Ks" with the name approved by this Department, if it is a teacher appointed by the School Board. Be sure also that the contracts have been signed by the teacher and sent to this Department. If they have not been sent previously, enclose them with your change report. Likewise do not send a change report notifying the Department that a teacher has stopped work until the teacher has been released from his contract. At the end of the school

month if a teacher has been absent and has not been released from his contract report him on the ABSENCE REPORT FORM, later sending in a change report when he has been released. In reporting changes please observe the classification affecting salaries, suspensions, date began work, etc. etc. and those not affecting salaries which include change of location or grade. Note changes relative to grade, double enrollment and the necessity of stating the name of the school in addition to the barrio and municipality. When a teacher is changed from one town to another the date in which he STOPPED WORK in one town and the date he BEGAN WORK in the new location is absolutely necessary. Where a teacher is changed from one class to another (Rural to English Graded for instance) you must give the date on which he stopped work as rural and the date on which he began work as English graded. During the past years this office was put to great inconvenience and teachers payments were delayed unnecessarily on account of the failure of some Supervising Principals to send in the change reports and contracts in time.

When you have reasons to believe that a teacher has resigned or is about to resign, or that he has been absent from school, request the Department either by wire or letter to take the name of the teacher from the payroll until you can investigate the matter. Please see to this matter carefully as you will be responsible for overpayments

made to your teachers through your errors. When a teacher stops work and has no intention of returning, a letter should be sent in indicating whether his book account is O.K. and a change report stating the LAST DAY the teacher attended school.

DATES .

In the matter of dates used in these reports, please remember that they are all inclusive, that is, a teacher who stops work October 27th will be paid for the 27th as we take it to mean that he stopped work at the close of the school day of October 27th. If a teacher is reported as beginning work October 27th, pay will be granted for that day. State months and dates in figures, month first, date next, i.e., 10/27. If a teacher should be seriously ill or absent from school for some time, notify this office at once to take his name from the regular payroll and place it on a supplementary, thus avoiding delay in payment of other teachers in your district.

Use always double space on the typewriter in making out all your reports, using two sheets if necessary.

TEACHERS' RESIGNATION.

If a teacher desires to resign his position he must first request this Department, in writing, through the office of the Supervising Principal, for his release from the contract. Upon receipt of this request you will forward it at once to this office with your recommendation in favor of or against its acceptance. This Department will then communicate its

decision to you and you should notify the School Board concerning the decision of the Department. When a teacher sends such a communication to this office he should also at the same time notify the School Board, in writing, of the action. However the School Board should not take any action until the Department has made its decision concerning the contract for salary.

TEACHERS' LEAVE.

If a teacher for PERSONNAL REASONS should be absent from his school for more than two weeks, he should be reported as resigned on the date the school is closed. To return to work he will have to again be elected by the School Board and the Department.

PERSONNAL REASONS as herein used are not intended to include sickness, accidents or any other reason making an absence absolutely necessary. In case of death in the family of a teacher, absence with pay may be allowed at your discretion.

MEDICAL CERTIFICATES.

Immediately after the last session of the school month you will send to this office the absence report of the month, using double space on the typewriter. It should be full, correct and complete as payrolls are made on this basis. The names of teachers absent should be arranged in ORDER OF CLASS and ALPHABETICALLY as set forth on page 3. When a teacher is absent the day BEFORE OR AFTER A LEGAL OR SCHOOL HOLIDAY HE LOSES pay for the HOLIDAY also and should be so reported by you.

ALL ABSENCES WILL BE DEDUCTED AS REPORTED. Absences for

justifiable reasons and which may have been recommended "YES" by you will be the only ones taken into consideration for repayment at the end of the school year, if teachers are on the payrolls of the Department at said time. Those teachers who resign before the close of the school year will not be considered under any circumstances. You are urgently requested to advise the teachers of your district of the contents of the paragraph in order to avoid misunderstandings. In no case will an absence for childbirth be allowed.

If you authorize a teacher to be absent "Visiting Schools" the absence should be reported but will not be deducted if in the column "Cause of Absence" you state the reason of the absence as "Visiting Schools."

If a teacher is called to court as witness and receives witness fee, payment of the absence should not be recommended. If your recommendation is "YES" we will take it to mean that he did not receive pay from the court or otherwise for his absence.

In case a teacher is absent from school at different times during the school month, group all the absences of each teacher together on the absence report giving date of each absence.

Report absences to this office at the earliest possible moment and within two days after the school month ends. On Friday - the last day of the school

month - the payrolls are ready in this office as if no deductions for absences and changes were to be made. If on Friday - the last day of the school month - you have no absences or changes to report or they are such as to come within the limits of a telegram, please report by telegraph, confirming afterwards by form 26-A., if no changes; 26-B., if changes and 27 if absences.

It is suggested that where two or more towns form your district, that you spend Friday - the last day of the school month - in those centers outside of your headquarters returning with full absence reports from those parts of the district. You are requested to send in your absence reports by Friday night's mail. If not, in Saturday's mail or Monday morning. Where your report is complete save for data regarding two or three teachers request that they be left off the payroll. A report on the teachers mentioned should be sent in as soon thereafter as possible. In this manner your district payroll will not be delayed.

Principals of the High Schools should report to you the absences of scholarship students in time to be forwarded together with your monthly absence report of teachers.

If at the close of the school month you have no absences to report, fill out AN ABSENCE REPORT FORM writing on it "NO ABSENCES". This is to complete our records.

A sufficient supply of the new blanks printed for this year will be sent you shortly and you will please note any

changes made. When these new blanks arrive, destroy any of the last year's blanks on hand.

REGISTERS.

This year the registers have been made for a single enrollment. All teachers having double enrollment should be supplied with two registers. You will note that the covers are to be used from year to year. Consequently, they should be returned to you in good condition by the teachers.

VISIT REPORTS.

In connection with the visit reports please read carefully Circular Letter 24 and 47, series of 1912-1913. The names on the visit reports should be listed exactly in the same order as outlined above for the personnel list. Likewise the teachers should be reported by CONTRACT. Visits to the Acting Principals should be included in the proper place as by contract and the letters "A.P." added. Visits may be credited to Acting Principals when they are not in charge of rooms, but the names should be included in the regular order. Separate sheets must be used for each municipality but not for the different classes of schools for the same municipality. Visits to teachers who are teaching two classes, of schools, such as rural and night, should be reported separately in the proper order. The visits to night school teachers should appear last on the report. The last paragraph of Circular Letter 24, 1912-1913, will give you an idea as to how your office records should be arranged in order that the visit reports may be made up with the least possible delay.

OFFICIAL NAMES OF TEACHERS.

In the above instructions we have called your attention in several places to the official names of the teachers. These are the names exactly as they appear on the teachers' licenses. They must be used by you without any variation whatsoever, at all times, and likewise by the teachers. If teachers deliver reports or communications to you which do not bear the correct names, they should be returned for correction.

Yours very truly,

(Signed) F. E. Libby
Acting Commissioner of Education.